View a Deposit

To view a deposit, complete the following steps:

1. Click the **Deposit Processing** tab.

2. Click **View Deposits**. The *View Deposit* page appears.

> ### Application Tip
>
> There are two sections on the *View Deposits* page. The **My Deposits in Process** section displays your current deposits. The **Deposit Transactions** section displays your deposit history. Depending on your user role, the page displays deposits on the **My Deposits in Progress** page. If you have the **Viewer** role, the **My Deposits in Progress** does not appear.

3. Click the **Voucher Number** of the deposit whose details you would like to view.

> ### Application Tip
>
> If your Financial Institution makes an adjustment to a deposit it appears in the **Adj.** (Adjustment) column of the **Deposit Transactions** section of the table. To view additional details, click the appropriate **Voucher Number**. The *View Confirmed Deposit* page appears. Under **Adjustment Information,** click the **Voucher Number** to view the deposit adjustment details.

(!) Application Tip

Additional buttons on the page that help you perform other tasks:
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click Confirm to confirm a deposit (Visible if a user has Deposit Confirmer privileges)
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Delete** to eliminate the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Print Deposit Ticket** to print a formatted deposit ticket.
- Click **View Voucher Event Log** to view the history of the deposit voucher.
- Click **Voucher Event State** to view voucher details.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Reject** to reject a deposit (Visible if a user has Deposit Confirmer privileges.)
- Click **Save as Draft** to save the information without submitting the deposit. (Visible if a user has Deposit Preparer privileges.)
- Click **Submit** to complete the process and display the Confirmation page. (Visible if a user has Deposit Approver privileges.)
- Click **Update CAN/ACCT Key** to update the account number assigned to a deposit. (Visible if a user has Deposit Confirmer privileges.)
- Click **Add Adjustment** to adjust a deposit. (Not visible for Foreign Check Items.)